

***If you are Interested in Opening a Group Home for clients of the  
Arizona Department of Economic Security / Division of Developmental Disabilities:***

\*\*\*\*\*  
**Note: If you are interested in becoming a vendor to serve individuals with developmental disabilities, it is critical that you research the entire process and each state agency's specific requirements and application process. These are general instructions to help assist you through the process.**  
\*\*\*\*\*

**Step 1:**

Attend the two-day Group Home Seminar to learn about what is required to operate a group home for people with developmental disabilities

- Calendar and Registration form are attached
- Review rules and regulations that govern a group home funded by the Division of Developmental Disabilities  
<https://www.azdes.gov/ddd/reference.asp>

**Step 2:**

To apply to become a Qualified Vendor with the Division of Developmental Disabilities

- Go to the Division of Developmental Disabilities Website  
[www.azdes.gov/ddd](http://www.azdes.gov/ddd)
- Click on the Qualified Vendor Process Flowchart  
[www.azdes.gov/ddd/downloads/vender/Ric's%20monitoring%20process%20flow%20chart.pdf](http://www.azdes.gov/ddd/downloads/vender/Ric's%20monitoring%20process%20flow%20chart.pdf)
- Review the Qualified Vendor Application  
[www.azdes.gov/ddd/reference/vendorinformationqvs.asp?RFQVA=allRFQVA#2](http://www.azdes.gov/ddd/reference/vendorinformationqvs.asp?RFQVA=allRFQVA#2)
- Review the Qualified Vendor and Directory system manual  
[www.azdes.gov/ddd/DDDVendorDirectory.asp](http://www.azdes.gov/ddd/DDDVendorDirectory.asp)
- Complete application as instructed

**Step 3:**

Apply for Home and Community Based Services (HCBS) Certification with the Office of Licensure, Certification, and Regulation (OLCR)

Main	OLCR is based at: 1951 W. Camelback Road, Suite 400 Phoenix, Arizona 85015 Site Code: 076A 602-347-6374	Mailing address: P.O. Box 6123-076A Phoenix, Arizona 85005
------	---	--

**Step 4:**

If you are approved to become a Qualified Vendor and completed steps 1-3, the local Division of Developmental Disabilities District Resource Staff will contact you with further information. Obtaining an Agreement with the Division does not guarantee consumer referrals. The District Resource Staff will explain the placement process when they contact you.

**Step 5:** Apply for Licensure with the Department of Health Services, Office of Special Licensing

<http://www.azdhs.gov/als/grouphm/index.htm>

Main	150 N. 18th Avenue, 4th Floor Phoenix, AZ 85007	(602) 364-2536 (602) 364-4806 Fax
------	---	--------------------------------------

**Step 6:**

**All group homes:**

- Must have the insurance required by the contract terms and conditions prior to provision of services.
- Are **monitored** for programmatic and contractual compliance at a minimum of twice a year by the Division of Developmental Disabilities.
- All agencies are **credentialed** initially and then every three years by the Division of Developmental Disabilities to assess quality of services.
- Must have Home and Community Based Services (HCBS) **certification** through the Office of Licensure, Certification, and Regulation that is renewed every two years.
- Must have a **license** by the Department of Health Services that is renewed every two years.
- Prior to consumers moving in, all **new group homes are reviewed** to ensure that all systems are in place and the home is ready to serve consumers. All new homes operated by a **new Qualified Vendor** will be reviewed and **evaluated monthly** for the first 6 months.

**Arizona Department of Economic Security  
Division of Developmental Disabilities  
Quality Assurance Unit  
2200 N. Central, Ste 404  
Phoenix, Arizona 85004  
602-817-6700  
FAX- 602-817-6727**

**GROUP HOME SEMINAR SCHEDULE FOR 2008**

DATES	TIMES	LOCATION	CAPACITY
October 22 & 23 Wednesday, Thursday	9:00 a.m. to 4 p.m.	Arizona Dept. of Transportation Bldg. Room 107 (Auditorium) 206 S. 17th Ave Phoenix, AZ	Tentative

**YOU MUST REGISTER TO ATTEND and get a confirmation!!**

**PLEASE NOTE THAT THE PROCESSES OF THE ARIZONA DEPARTMENT OF HEALTH SERVICES / OFFICE OF SPECIAL LICENSING IS STEP 5 OF THIS SIX STEP PROCESS. ALL OF THE OTHER STEPS ARE PROCESSES OF THE DES/DIVISION OF DEVELOPMENTAL DISABILITIES.**

**Arizona Department of Economic Security  
Division of Developmental Disabilities  
Quality Assurance Unit  
2200 N. Central, Ste 404  
Phoenix, Arizona 85004  
602-817-6700  
FAX- 602-817-6727**

\*\*\*\*\*

**GROUP HOME SEMINAR  
REGISTRATION FORM**

**SEMINAR DATE:** \_\_\_\_\_

**NAME\*:** \_\_\_\_\_

**LAST**

**FIRST**

\_\_\_\_\_  
**LAST**

**FIRST**

\_\_\_\_\_  
**LAST**

**FIRST**

\_\_\_\_\_  
**LAST**

**FIRST**

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**AREA CODE**

**NUMBER**

**\*Each person attending needs to register or they will be turned away at the door.**

\*\*\*\*\*

**Registration Form:**

**Fax To: 602-817-6727   OR   E-Mail To: [DDDmonitoring@azdes.gov](mailto:DDDmonitoring@azdes.gov)**